

**Office of Executive Inspector General
Finance Division
Position Description
Director of Finance and Administration**

Posting Date: September 4, 2014
Posting Close Date: Open until position is filled
Salary Range: \$6,667.00 to \$10,417.00 Monthly

POSITION SUMMARY: Subject to the management approval of the Executive Inspector General (EIG) and under the direction of the Chief of Staff, serves as the Director of Finance and Administration. The incumbent is responsible for planning, directing, implementing, and administering all finance and human resources functions including: administering an annual budget in excess of \$7 million; working closely with the Chief of Staff to manage budget, financial, and compliance issues; preparing annual budget and appropriation requests; and managing expenditures and the budget to meet operational needs. Manages the fiscal year-end close process, ongoing analysis of financial operations, and internal accounting systems and records.

ESSENTIAL RESPONSIBILITIES:

1. Serves as principal budget and accounting advisor to the EIG and senior management, and performs all assigned duties in a timely manner and within the timeframes (deadlines) set by senior managers or sufficiently prior to the due date so that senior managers have an appropriate amount of time to review the work product.
2. Responsible for timely development, management, and analyses of all matters related to accounting, and management of financial reporting, budget, and appropriations.
3. Responsible for being aware of, tracking and complying with all governing laws, rules, regulations, policies, and mandates relating to financial and human resources matters, such as, but not limited to, the Finance Act, the Procurement Code, the Personnel Code, the Fiscal Control and Internal Auditing Act, and Equal Employment Opportunity laws and rules so that the OEIG complies with all rules or laws.
4. Identifies cost savings opportunities, prepares cost/benefit analyses and recommendations to senior management, and tracks costs and benefits of recommendations that are implemented.
5. Responsible for preparing initial bi-annual Illinois Auditor General compliance examination responses relating to all duties and responsibilities.
6. Responsible for mandatory fiscal reporting requirements, including but not limited to the Fiscal Control and Internal Auditing Act (FCIAA), Public Accountability Reporting (PAR), Annual Real Property Utilization Report (ARPUR), travel headquarters report (TA2), annual inventory certification and year-end GAAP reports. Oversees and monitors all compliance examinations, federal financial participation, and contract administration so that the OEIG complies with all rules and laws. Seeks guidance from appropriate external subject matter experts to resolve issues as required.
7. Consistently assesses all OEIG fiscal and human resources operations, internal accounting controls, and compliance processes to identify needed changes. Makes written recommendations to the Chief of Staff to improve controls, efficiency, financial reporting, or compliance and reasons or basis for proposed recommendation.
8. Serves as the OEIG's primary liaison for fiscal matters with external entities such as the legislature, the Governor's Office of Management and Budget, and the Office of the Auditor General.

9. Manages all agency expenditures, authorizes payments through the Comptroller's Office, and manages and disburses petty cash. Ensures that all financial transactions are adequately documented and appropriately recorded (e.g., via the Statewide Accounting Management System) and that OEIG internal controls are followed.
10. Manages the Director of Human Resources with regard to all human resources functions, including, but not limited to payroll, time reporting, benefits administration, employee recruitment and retention, and the OEIG Personnel Manual. Ensures the timeliness and accuracy of the payroll and benefits functions. Ensures that OEIG human resources procedures and practices comply with all applicable state and federal laws, rules, regulations, and policies.
11. Manages the procurement and inventory of office supplies and equipment, including: the development and maintenance of property records; the temporary assignment and tracking of shared usage assets, such as cameras, recorders, projectors, communications devices, etc.; and implementation of property control instructions, practices, and policies.
12. Prepares letters, email, memorandum, replies and other written documents or communications for senior managers' review relating to all assigned duties which are clear, concise, understandable, free of errors (typos and grammatical) and that comply with all OEIG internal policies and procedures.
13. Guides subordinates to achieve optimal productivity, quality, consistency, timeliness, accuracy, and prioritization of assignments.
14. Ensures timely compliance with all personnel policies, including but not limited to time sheets, attendance records, training initiatives, and professional development.
15. Facilitates hiring, performance evaluations, professional development, and disciplinary actions for all subordinate staff.

ADDITIONAL RESPONSIBILITIES: Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REPORTS TO: Chief of Staff

SUBORDINATE POSITIONS (direct): Director of Human Resources, Accounting Specialist, and Administrative Account Clerk

MINIMUM REQUIREMENTS:

- bachelor's degree in finance, accounting, business, or a related area of study;
- five years of progressively responsible experience as the chief fiscal manager for an entity of 75 or more employees
- minimum of four years of prior progressive supervisory experience;
- certification as a Certified Public Accountant is desirable;
- advanced knowledge of accounting and fiscal management standards (e.g., GAAP), techniques, practices, and principles;
- knowledge of governing regulations of the Governor's Office of Management and Budget, and state and federal laws, rules, regulations, and policies relating to financial accounting and human resources;
- knowledge of procurement processes is desirable;
- strong organizational skills and project management skills;
- high ethical standards;
- ability to exercise independent judgment and make sound and timely decisions;
- ability to travel, including overnight;

- ability to handle and resolve ambiguous situations and issues;
- ability to communicate clearly and concisely, orally and in writing, particularly with respect to the communication of fiscal concepts to “non-financial” individuals; and
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook, Project, and PowerPoint) and Internet applications.

JOB STATUS: Full-time, FLSA exempt. This position is also exempt from the State of Illinois Personnel Code.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.

LOCATION: The position is located in our Chicago office at 69 W. Washington Street.

HOW TO APPLY:
(The OEIG is a non-code state agency)

Applicants should select the employment tab on our website at www.inspectorgeneral.illinois.gov and click the “apply for open position” link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.